

## ATTACHMENT A: Sample Job Audit Form

## Job Audit Form

Subject Matter Expert Information	
Name of Interviewee	Department
Current Civil Service Classification	Division/Work Unit
Working Title <i>(if different)</i>	Work Location
Telephone Number	Immediate Supervisor's Name and Classification
Length of Time in Current Classification	<input type="checkbox"/> Incumbent <input type="checkbox"/> Supervisor
Name of Interviewer	Date and Location of Interviewer

1. What tasks make up a typical day for you/a *(name of classification)*?  
(Describe a typical day or series of tasks that are indicative of a routine day for you/a *(name of classification)*.)







5. What knowledge, skills, and abilities are needed to perform the critical tasks of your/a *(name of classification)*'s job?

**Knowledge**

**Skills**

**Abilities**



6. In general, how do your job duties differ from those in the classification just below yours? (For supervisors: How do you perceive the job duties of a *(name of classification)* as different from the next lowest classification?)
7. In general, how do your job duties differ from those in the classification just above yours? (For supervisors: How do you perceive the job duties of a *(name of classification)* as different from the next highest classification?)



8. What manuals and/or reference materials are most important in your/a (*name of classification*)'s job, and when are such manuals and/or reference materials used?

☐ Departmental manuals and/or reference materials

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☐ Other manuals and/or reference materials

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9. What office equipment, software programs, and other equipment are used to complete your/a (*name of classification*)'s job duties?

**Office Equipment**

☐ Personal computer

☐ Telephone

☐ Calculator

☐ Fax machine

☐ Copy machine

☐ Camera (specify type: \_\_\_\_\_)

☐ Scanner

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_



**Software**

- ☐ Microsoft Word or WordPerfect (or other word processing software);  
specify: \_\_\_\_\_
- ☐ Microsoft Excel (or other spreadsheet software);  
specify: \_\_\_\_\_
- ☐ SPSS or SAS (or other statistical analysis software);  
specify: \_\_\_\_\_
- ☐ Microsoft Access (or other database software);  
specify: \_\_\_\_\_
- ☐ Microsoft PowerPoint (or other presentation software);  
specify: \_\_\_\_\_
- ☐ Microsoft Outlook or GroupWise (or other electronic mail software);  
specify: \_\_\_\_\_
- ☐ Web Browser (such as Internet Explorer, Netscape);  
specify: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_



**Other Equipment**

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Page 6

10. If developed, review preliminary list of task and KSA statements with SME.  
(Have SME reword/modify draft statements as necessary and indicate which tasks are performed and which KSAs are required in the (name of classification) classification.)



